

How to Access: Member Self-Service

1. Go to LASERS website, www.lasersonline.org
2. At Quick Links, select **Access Member Self-Service**.
3. On first visit, on Login page select **Register** in box on right side.
4. On Registration page, enter your **social security number** (in the format indicated).
5. Enter your **birth date** (in the format indicated), select **Next>>**.
6. *If you are an **Active Member**:*
Enter your **zip code** (in the format indicated), select **Next>>**.
- If you are a **Retired Member**:*
Enter the **net amount of your last check** (in the format indicated), select **Next>>**.
7. Create "**New User ID**" according to instructions given. User ID is case sensitive.
8. Create **New Password** according to instructions given. Confirm Password. Password is case sensitive.
9. Select a **Secret Question** from the menu.
10. Fill in the answer to the **Secret Question**, select **Next>>**. Click **Done**.
11. On subsequent visits, sign in with User ID and Password in box on left side of Login page. Choose **Account Type** (Retiree or Member). Select **Login**.

Retired Self-Service allows access to the following information:

Personal Information

Account History

Address Updates

View Tax Documents

Phone/E-mail Updates

Tax Withholding Updates

Account Summary

Income Verification

Payment History

DROP/IBO Activity Report

Active Self-Service allows access to the following information:

Personal Information

Create Benefit Estimate

Phone/E-mail Updates

Create Repay Refund Estimate

Account Summary

Annual Statements

Account History

Tax Documents

Recent Requests

Request An Appointment

LASERS

Contact Information

Location: 8401 United Plaza Blvd. • Baton Rouge, LA 70809

Mail: P.O. Box 44213 • Baton Rouge, LA 70804-4213

Phone: (toll-free) 800.256.3000 • (local) 225.922.0600

Web: www.lasersonline.org